

**QUESTIONS AND ANSWERS  
TO THE REQUEST FOR PROPOSALS (RFP)  
AAA-DPHP-1720 RFP  
FOR THE PROVISION OF  
THE DISEASE PREVENTION AND HEALTH PROMOTION PROGRAM (DPHP)  
Posted: February 21, 2017**

**Question #1:** I'm interested in reviewing RFP# AAA-DPHP-1720 RFP for the Disease Prevention and Health Promotion (DPHP) program. Unfortunately, I only have a copy of the RFP, and not any of the attachments. Would you be able to forward the attachments to me?

**Answer #1:** Please see attached for a copy of the release notice which provides information on the RFP including how to locate it. However, as a courtesy, I am also including the attached link for access to the entire RFP for AAA-DPHP-1720 RFP: <http://wdacs.lacounty.gov/disease-prevention-and-health-promotion-dphp-rfp/>.

**Question #2:** **RFP, 7.10.1.6 Section C (Proposer's Cost Allocation Plan) pg. 56**

Regarding Subparagraph 7.10.1.6.1: Proposer shall provide a cost allocation plan narrative which describes Proposer's method for allocating shared costs where such method adheres to the requirements outlined in the following: Office of Management and Budget Uniform Administrative Requirements for Federal grants; Appendix A (Sample Subaward), Exhibit Q (Accounting, Administration and Reporting Requirements); and, Appendix P (Cost Allocation and Indirect Cost Requirements). This narrative must demonstrate Proposer's ability to allocate costs if followed. Proposer shall submit the cost allocation plan as part of Section C (Proposer's Cost Allocation Plan) of the proposal.

Is our Cost Allocation Plan included in the page count for this section?

**Answer #2:** No, the Cost Allocation Plan is not included in the page count for this section.

**Question #3: RFP, Subsection B-6 (Service Area of the County of Los Angeles) pg. 72**

Regarding Subparagraph 7.10.2.5.6.2: Proposer shall include the narrative description and Supervisorial District maps as part of Section B (Proposer's Approach to providing Required Services) Subsection B-6 (Service Area of the County of Los Angeles).

Since the maps could take 3-5 pages to provide, can the required five (5) County Maps with geographic coverage be considered an "attachment" per section 7.9.7 and excluded from the page count?

**Answer #3:** Yes, the Supervisorial District maps are considered an attachment and are excluded from the page count requirement.

**Question #4: RFP, Business Proposal: 7.10.2.5.2 Subsection B-2 (Proposer's Target Population) pgs. 68-69**

Regarding Subparagraph 7.10.2.5.2.1: Describe the demographics of Proposer's target population who will benefit from receiving Program Services. This description shall include narrative information and statistical data on the population's income level, ethnic composition, functional impairment of any older individuals, and, if applicable, information on those living in rural areas. Describe how Proposer's implementation of Program Services will include outreach and address the needs of special populations including: low-income; minority; homeless; veterans; Lesbian-Gay-Bisexual-Transgender (LGBT) older individuals; and, those living in rural areas.

7.10.2.5.3.2 Describe the demographics of Proposer's target population who will benefit from receiving Program Services. This description shall include the narrative information and statistical data on the population's income level, ethnic composition, and information on those living in rural areas. Describe how Proposer's implementation of Program Services will include outreach and address the needs of special populations including low-income; minority; homeless; veterans; LGBT older individuals; and those living in rural areas. Pg. 68-69.

7.10.2.5.2.1 and 7.10.2.5.3.2 are nearly identical in language with a few minor differences and appear back-to-back in the RFP. Which section should we respond to?

**Answer #4:** Subparagraph 7.10.2.5.3.2 has been deleted. Please refer to Subparagraph 7.10.2.5.2.1 and respond as instructed. Please see #7 of Addendum Two (2).

**Question #5: RFP, Business Proposal: 7.10.2.5.2 Subsection B-2 (Proposer's Target Population) pg. 68 (as quoted above)**

Can we use graphs or charts to show statistical data on the target population?

**Answer #5:** Yes, you may use graph or charts to show statistical data on the target population; however, the graphs/charts are not to omit the narrative requirement as stated in the Subparagraph.

**Question #6: Per Section 7.9.5 of the Request for Proposal pg. 44,**  
Each Section of the proposal shall be tabbed and clearly identified in the table of contents and shall follow the order specified in Paragraph 7.9 (Proposal Format).

There are some pages within each proposal where multiple sections may appear on the same page (e.g.: Sections A and B both appear on page 3) making it impossible to adhere to Section 7.9.5 of the Request for Proposal. In order to place the appropriate section and any related attachments or appendices behind the referenced tab, may we duplicate the pages where multiple section appear on the page to place each immediately behind the appropriate section tab (e.g.: one copy behind the Section A tab and one copy behind the Section B tab) without risk of exceeding the page count? If not, how do you suggest we address this dilemma?

**Answer #6:** Yes, Proposers may duplicate the pages in order to stay within the appropriate tab.

**Question #7:** Can we add a narrative to sections that do not request a narrative if it does not exceed our page count for that piece of the proposal?

**Answer #7:** Yes, Proposers are welcome to add narratives to sections of their submitted proposal where it was not requested as long as the

added narrative does not exceed the required page count requirement.

**Question #8:** **Appendix Q, Exhibit 1 (Instructions for Developing the Proposed Program Services Form for the Disease Prevention and Health Promotion Program), “Page 2a and 2b of 3; I. Site Summary (Con’t): If needed, please use these pages as a continuation of page.” Pg. 3.**

If our number of proposed sites exceeds the space provided, even with the additional pages referenced in the instructions, may we add more additional pages to list sites that we plan to host workshops in?

**Answer #8:** Yes, Proposers may use additional pages to list your sites; however, the additional pages must provide the same information as indicated on the Site Summary page (e.g. Site Name, Sup. District, Site Address, Program Service(s) Offered, Public Phone Number, Site Manager Phone Number, and Hours of Operation). No other narrative or attachments are necessary to add to the additional pages other than the information cited on the Site Summary page itself.

**Question #9:** **RFP, Section D (Evidence-Based Licensure) Pg. 57**  
Regarding Subparagraph 7.9.1.7.1.3 (*corrected to Subparagraph 7.10.1.7.1.3 – see #4 of Addendum Two above*) Proposer shall submit the copy/ies of the Evidence-Based Licensure and/or the brief description regarding the Evidence-Based Licensure status of the as part of Section D (Evidence-Based Licensure) of the proposal.” pg. 57.

Our license documentation is nearly ten (10) pages in length, are copies of our license part of the page count for this section?

**Answer #9:** No, the licenses are not part of the required page count. However, the narrative requirement for this section is considered part of the fifteen (15) single-sided narrative page requirement.

**Question #10: Subparagraph 7.9.6 For the Minimum Mandatory Qualifications**

The limit for all narrative responses combined is a total of fifteen (15) single-sided pages (i.e., Proposer's narrative responses to the Minimum Mandatory Qualifications shall not exceed fifteen (15) single-sided pages). This page limit does not apply to exhibits or other attachments (i.e., attachments are not counted toward the 15-page limit). and

**Subparagraph 7.9.7 For the Business Proposal,**

The limit for all narrative responses combined is a total of twenty (20) single-sided pages (i.e., Proposer's narrative responses to the Business Proposal shall not exceed twenty (20) single-sided pages). This page limit does not apply to exhibits or other attachments (i.e., attachments are not counted toward the 20-page limit). and

**Subparagraph 7.9.8 For the Cost Proposal,**

The limit for all narrative responses combined is a total of ten (10) single-sided pages (i.e., Proposer's narrative responses to the Cost Proposal shall not exceed ten (10) single-sided pages). This page limitation does not apply to exhibits or other attachments (i.e., attachments are not counted toward the 10-page limit). pg.44

For each section of the submitted proposal (the MMQ, Business Proposal, and Cost Proposal), are the cover page and table of contents included in the page count?

**Answer #10:** No, the cover page and table of contents are not included in the required page count.

**Question #11:** Regarding the provision of the six (6) Program Services, shall each Program Service be offered concurrently each quarter in each Supervisorial District or can they be rotated across the Los Angeles County area? For example, two (2) Program Services offered on an ongoing basis with one (1) of the other four (4) offered each quarter so that one (1) of each is offered at least once a year in each District.

**Answer #11:** The Program Services can be rotated across the County of Los Angeles but the five (5) minimum sites must provide all required Program Services.

**Question #12:** Regarding the five (5) minimum sites, are they listed in the RFP?

**Answer #12:** No, the five (5) minimum sites are not listed in the RFP. They will be determined upon Subaward execution.

**Question #13:** (a) Other than the City of Los Angeles, are there any restrictions on offering Program Services in collaboration with other cities not currently offering these programs?  
(b) Are these Program Services limited to only the unincorporated areas of the County of Los Angeles?

**Answer #13:** (a) No, there are no restrictions for collaborations with other cities to provide the required Program Services.  
(b) No, these Program Services are not limited to only the unincorporated areas of the County of Los Angeles.

**Question #14:** (a) Are these services currently being provided?  
(b) Has a solicitation similar to this one been offered in the past?  
(c) Is this a new area of service for the County of Los Angeles?

**Answer #14:** (a) Yes, Currently the County of Los Angeles does have a Subrecipient providing Disease Prevention and Health Promotion services.  
(b) Yes, a solicitation similar to this one was released in the past although some Program Services that are included in this solicitation may or may not be similar to the prior solicitation.  
(c) This is a fairly new area of service for the County of Los Angeles as it started in 2016 and is based on the needs of the service areas.

**Question #15:** With regard to formatting the submitted proposal, are all pages of the attachments of the submitted proposal required to have a footer that identifies each page (i.e., Subparagraph 7.9.3 (Proposer's name, page number, RFP title and Program Services)) as well as a page number?

**Answer #15:** All Proposers are required to follow what is explicitly stated in the RFP. If the RFP does not request a reference to the proposal

**Question #16:** **RFP, Subparagraph 2.2.2.2 Estimated Annual Need for Program Service Contacts:**  
Subparagraph 2.2.2.2.1 states that "approximately 5,466 Contacts shall be provided in the provisions of DPHP Services throughout the County of Los Angeles, excluding the City of Los Angeles, for FY 2017-2018."

- Answer #16:**
- (a) The Congressional appropriations law (effective October 1, 2016) requires Title III D funds to be used only for health promotion programs and activities that meet the highest level evidence-based criteria, (as outlined in Appendix B (Statement of Work) Subparagraph 1.5). Accordingly, County estimated the number of Contacts on projected service trends within the County of Los Angeles area. However, the final number of Contacts to be provided will be negotiated when the Subaward is granted (subject to the availability of funding).
  - (b) A demographic breakdown of the estimated demand for services is currently not available at this time because this program is fairly new for the County of Los Angeles.

Please confirm that each workshop session would count as a Contact and thus Contacts are not equivalent to Unduplicated

Clients served. If so, how many Unduplicated Clients would be expected to be served during each Fiscal Year?

**Answer #17:** Contacts are not equivalent to the number of Unduplicated Clients served. The anticipated final number of Unduplicated Clients to be served during each Fiscal Year will be negotiated when the Subaward is granted (subject to the availability of funding).

**Question #18:** **RFP, Subparagraph 2.2.2.2 Estimated Annual Need for Program Service Contacts Subsection 2.2.2.2.1:** “County estimates that approximately 5,466 Contacts... shall be provided...” (p.10).

Appendix A (Sample Subaward) Exhibit P (Definitions) defines Contact as: “An interaction, either one-on-one or in a group setting, to transact a specific task. For purposes of this Subaward, a Contact occurs when an interaction is made with a Client to provide Services”. If Program Services are provided to a group of Clients, Contact(s) shall be counted for each Client. Appendix B (Statement of Work), Subsection 10.2.1 states that “The Unit of Measurement will be determined as one Contact, limited to one (1) Contact per Client per day. Primary Activities are normally on a one-to-one basis; if done as a group activity, each Client shall be counted as one (1) contact unit”.

Is this to imply that each time a Client attends a class, this would count as a Contact? For example, if a Chronic Disease Self-Management Class had 15 Clients and met for six (6) sessions, would this count as 30 Contacts (assuming all Clients attended all sessions)? Please clarify if this is the case.

**Answer#18:** A Contact is counted each time Program Services are delivered to the Client. If 15 Clients met for six (6) sessions (assuming all 15 Clients attended each of the six (6) sessions), the number of Contacts would be 90 (15 x 6 = 90).

**Question #19:** **RFP Subsection 1.3.2.4 Overview of Disease Prevention and Health Promotion Program Services:** “County is seeking one



(1) successful Proposer to provide all of the following six (6) Program Services” (p.3). RFP, Business Proposal, Subsection B-6 (Service Area of the County of Los Angeles) 7.9.2.5.6.1 (corrected to Subparagraph 7.10.2.5.6.1 – see #8 of Addendum Two above) (p.71): “Proposer shall provide a narrative to describe its plan to serve the entire County of Los Angeles to include all five (5) Supervisorial Districts...”

- (a) At the Mandatory Proposers’ Conference, we understood that there would be five (5) mandatory sites throughout the County of Los Angeles, with additional sites at the discretion of the Proposer. Is the requirement to provide all six (6) Program Services at each mandatory site over a 12-month period? If not, what is the time frame (e.g. quarterly)?
- (b) At each site, may services be run concurrently or consecutively?

**Answer #19:**

- (a) Yes, County will select five (5) mandatory sites where all six (6) Program Services must be provided over a 12-month period. In addition to the five (5) sites, Proposer must ensure that additional sites are located in areas where there are demonstrated needs or documented demand for Services, or where a needs assessment or survey reveals the need for Services.
- (b) At each site, Program Services can run concurrently or consecutively at the discretion of the Proposer in order to maximize Program participation.

**Question #20:**     **RFP Subsection B-7 (Service Provision): 7.10.2.5.7.1.2 (p.72):** “Narrative shall include the total number of Proposed Unduplicated Clients”.

Are there targets or guidelines (e.g. minimums) for the number of Unduplicated Clients the County is looking to serve, or is this left to the discretion of the Proposers?

**Answer #20:**     See Answer #17. However, the number of Clients participating in each Program Service must be provided with fidelity as designed by the developer.

**Question #21:**     May I add another party from our agency to the Proposers’ Conference sign-in list for any updates to the solicitation?

**Answer #21:** No. Because the Proposers' Conference was mandatory, parties who did not attend cannot be added to the sign-in list after its conclusion.